

Procedures for Screening Real Property Assets within DOE

In order to change the "Excess Indicator" from **No** to **Yes** in FIMS the real property asset must be screened throughout DOE. If there is no interest from any of the Programs you will be given authorization to change the Excess Indicator to Yes.

When you change the Excess Indicator to **Yes**, you will need to populate the Estimated Disposition Year if it has not been previously populated. This is the estimated fiscal year the final disposition of the real property asset will be completed. The Excess Year field will automatically be changed to the current fiscal year and will represent the fiscal year the real property asset was declared excess by DOE. The field will then be protected from further updates.

Real property assets that were recorded in FIMS as excess in 2006 (Excess Indicator equal to Yes and Excess Year equal to 2006) and prior years do not need to be screened. Just leave the Excess Indicator as Yes.

For real property assets that you want to declare as excess in FY 2007 and beyond, the assets must be screened DOE wide before you change the Excess Indicator from No to Yes in FIMS.

The procedures are as follows:

1. The real property asset should be screened by the Site and Program to ensure there is no future mission need. **This action must be reviewed and approved by your Certified Realty Specialist.**
2. Once the Site and Program determine the asset is excess to their needs, fill out a Request for Disposition Form (attached below).
3. Email Request for Disposition Form to Phil Dalby at DOE Headquarters. Email: phil.dalby@hq.doe.gov. I can be reached at 202-586-4548.
4. I will send the Request for Disposition to my screening distribution list and normally give them 14 days to respond if they have interest in the asset. If you need a faster turn around than 14 days, let me know and I will shorten the screening time.
5. If no interest is expressed you will be sent an email that states your asset has been screened by DOE, no interest was expressed, and you are authorized to change the Excess Indicator to Yes.
6. No interest is defined as follows: Either I receive an email that states a Site or Program has no interest in the asset or I do not receive input from a Site or Program (i.e. no response...no interest).

U.S. Department of Energy (DOE)
Request Screening for Disposition of Real Property

Real property that has been declared excess to the site is submitted to Headquarters (HQ) Office of Engineering and Construction Management (OECM) for departmental screening. OECM screens the request with other DOE HQ Programs and notifies the requesting office of any interest in the real property. The screening and response is done electronically and is scheduled to be completed within two (2) weeks of OECM's receipt of this request. **This action must be reviewed and approved by your Certified Realty Specialist.**

Date of Request: 00/00/0000
Requestor (DOE Office) : e.g. Chicago, Oak Ridge, NNSA, etc.
Property Custodian: Laboratory/Site responsible for property
Property Address: _____
Property Type: Trailer, Building, or OSF
FIMS Property ID Number: Insert ID # from FIMS

Site Determination: (This paragraph needs to be revised accordingly)

Argonne National Laboratory in consultation with the DOE, Argonne Site Office, has declared Building 123 excess to the Site. The subject facility has/has not completed its useful life and is no longer needed for the mission of the Laboratory.

Property description:

Facility construction: Describe type of facility construction (e.g. concrete block, wood framed, metal etc.)

Size (GSF): _____ Age of facility: _____ No. of floors: _____

Current or Most recent use: Storage, residential, office, etc.

DOE Program owner : Office of Science, NNSA, EM, etc.

General Condition: Environmental Issues, Contamination etc., (Attachment of FIMS Rpt 001 is optional)

Departmental Interest:

YES	<input type="checkbox"/>	If "Yes", provide the name and telephone no. for the point of contact
NO	<input type="checkbox"/>	

Screening Completed:

HQ – OECM (MA-50)

Date